

QAR Team Meeting Jan 23 2012

Next Meeting – Feb 6 2012 at WH2NW (Black Hole)

First	Last	Organization	phone	email	Present
Bakul	Banerjee	CD	5251	bakulb@fnal.gov	X
Adam	Bracero	TD	2536	bracero@fnal.gov	X
Frank	Cesarano	BSS	4188	cesarano@fnal.gov	
John	Dawson	ESH	4830	jbdawson@fnal.gov	X
Nicole	Gee	WDRS	3697	nicole@fnal.gov	X
Jed	Heyes	OQBP	3969	jhey@fnal.gov	
Tom	King	QAE	6474	mrdking@fnal.gov	X
John	Martzel	QAE	5061	martzel@fnal.gov	X
Kurt	Mohr	QAE	6001	kmohr@fnal.gov	X
Mike	Pakan	QAE	2236	mpakan@fnal.gov	X
Don	Rohde	AD	2367	rohde@fnal.gov	X
Eugene "JJ"	Schmidt	PPD	4328	jj@fnal.gov	
Rod	Walton	FESS	2565	rwatson@fnal.gov	X
Jim	Wollwert	FI	5561	jwollwer@fnal.gov	

Meeting locations for future QAR meeting locations: ALL Monday meetings in WH2NW (Black Hole) at 9:00 AM – *Every other week*

Carry Over Items & Task Assignments

1	Update Fermi Consolidated Assess Schedule Spreadsheet	Dec 31, 2011	QARs
---	---	--------------	------

Items Covered Today

Topic	Assurance Council
Discussion	<ul style="list-style-type: none"> Fermilab still needs a manager (PM) for CAS. Peter Hinz suggested for PM position but others are being considered too. The consolidated assessment schedule continues to be discussed.
Resolution	QARs need to provide the information for the consolidated assessment schedule

Topic	QAEs assessing their assigned D/S/C
Discussion	Previously QAEs did not assess the D/S/C that they were assigned to cover. OQBP suggests that any QAE can assess any D/S/C.
Resolution	Please check with your management to see if this presents an issue.

Topic	CAP form improvements
Discussion	Reviewed improvements to the CAP form. Additional changes discussed: clarify who the form titles refer to, remove the yellow formatting from the form, and look into using writable PDFs for the form.
Resolution	Ongoing form improvements

Topic	Publicity to raise awareness of QAR QAE Activities and Effectiveness
Discussion	Previous discussion included CD's publicity campaigns and newsletter. CD's communication person, Marcia Teckenbrock, offered to present publicity activities CD uses as part of a project at the next QAR meeting. New discussion included "what do we want to promote?" Suggested asking D/S/C or projects to identify and comment on QA or quality improvement activities.
Resolution	2/6 QAR meeting: Marcia presents CD's communications process and we will continue to discuss what we need to communicate. TK to ask MicroBooNe to comment on new approach to QA plan documentation.

Topic	Assessment Updates
Discussion	<ul style="list-style-type: none"> Procurement <ul style="list-style-type: none"> PPD – report to be released for technical accuracy today or tomorrow. BSS – working on the draft report for release tomorrow. One CAP for employees needing to complete Sustainable Acquisition training, which is related to procurement V&V – activities are complete. No CAPs - all areas checked were OK; evaluation of some areas needed to be postponed since work continues EVMS - working with NOvA in preparation for EVMS Surveillance - March 12, 13, 14 2012.
Resolution	N/A

Topic	News / Updates / QA Issues / Successes or Challenges
Discussion	Fermidash progress report and potential subjects for Fermilab Today article to be part of meeting agenda
Resolution	N/A

Tom King - X6474 or 630-267-6644
Meeting adjourned - duration 50 minutes